

Centralized Accounting and Payroll/Personnel System

CAPPS Recruit

Disable the CAPPS Recruit Quick Search Feature (SR 37613)

SR 37613 Disable CAPPS Recruit Quick Search Feature

Highlights of SR 37613:

- Request to remove the Quick Search feature from users with MSS Recruit and Recruiting Coordinator user types.
- Proposed change aligns security with Interviewer and Approver user types.
- Manager Self Service (MSS) Recruit/Recruiting Coordinators will not be able to review other candidates' general profiles or use the quick search for requisitions.
- Recruiters/Recruiter Administrators/Inquirers will retain the same access.

Rationale for Current Configuration

MSS Recruit/Recruiting Coordinator users may search for candidates in order to view general candidate profiles. These candidates may be contacted for sourcing purposes. CAPPS Recruit users can send correspondence inviting a candidate to apply for a job.

MSS Recruit/Recruiting Coordinators can view:

- Candidate general profiles for candidates who have not applied for any jobs.
- Candidate general profiles for candidates who have applied with the agency to which the coordinator has access.
- No access to job submissions unless the coordinator owns the job requisition.

How users can use the search results:

Send correspondence inviting candidates to apply.

Proposed Permissions to be Revoked

Remove these search permissions to match Interviewer/Approver roles:

- Access to candidate Quick and Specific search but find results for external candidates only.
- If access to Quick and Specific search is granted, find results for internal AND external candidates.
- Access requisition search.

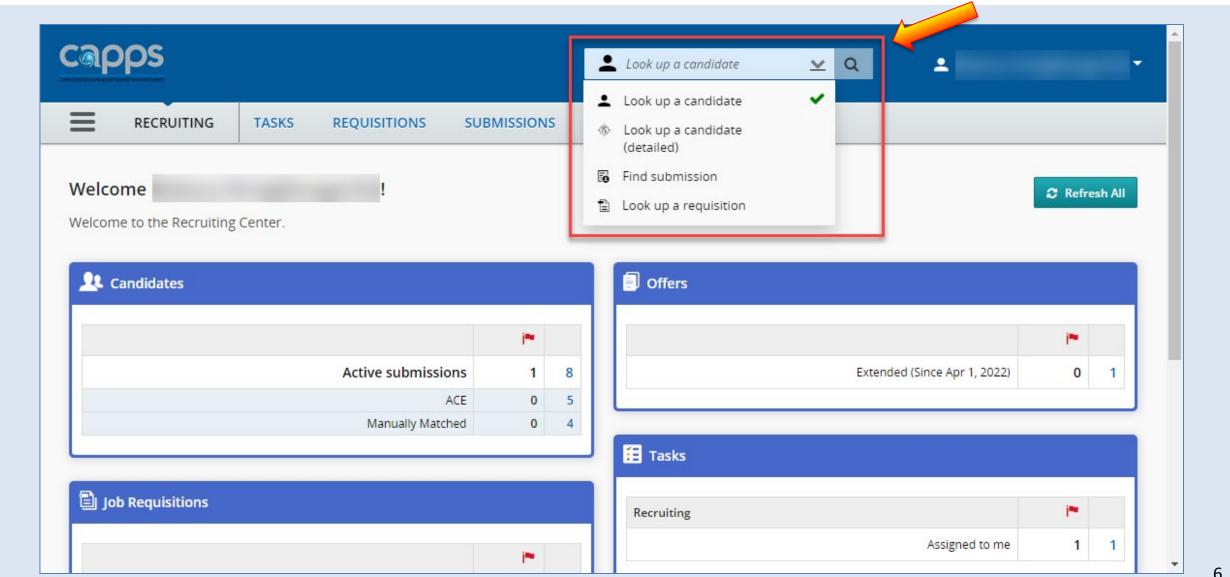
Additional Permissions to be Revoked

Also, remove these search permissions to match Interviewer/Approver roles (as they have no impact to the users due to not having other permissions):

- If access to Advanced search is granted, find results for internal AND external candidates.
- Allow users to select the attribute for either:
 - Required
 - Desired
 - Excluded
- Allow the same search criteria more than once within a query.
- Access to competencies and questions criteria.

Note: In addition, competencies and questions criteria must be added to the default search page content.

Current View of Quick Search (MSS Recruit/Recruiting Coordinators)



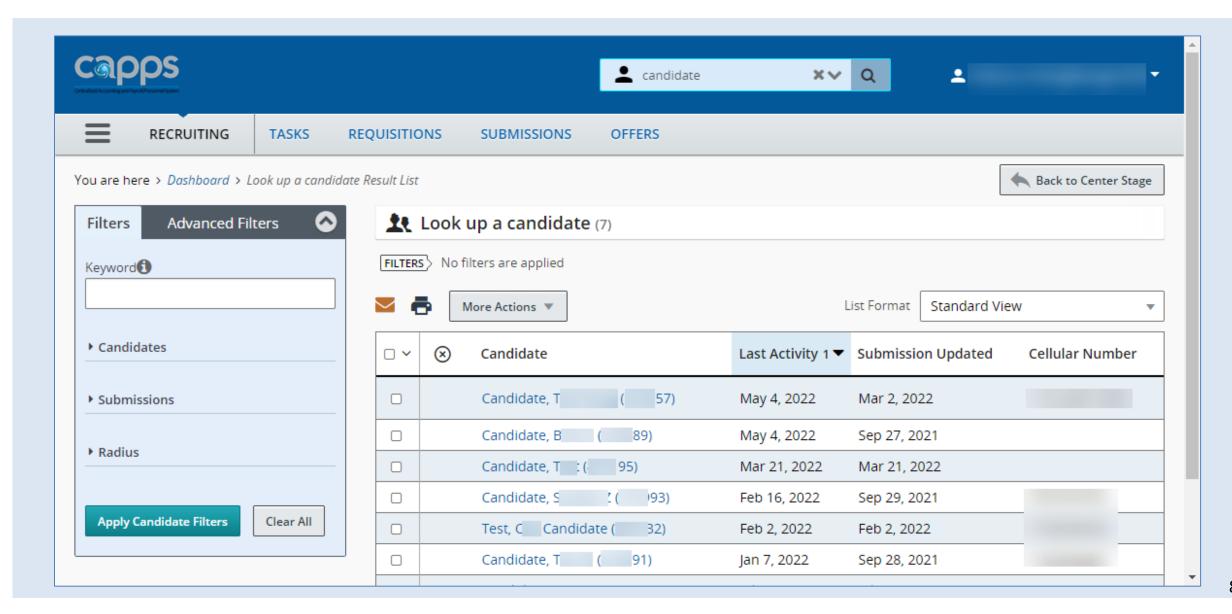
Candidate Search Results from Quick Search

Quick Search results include general candidate profiles for:

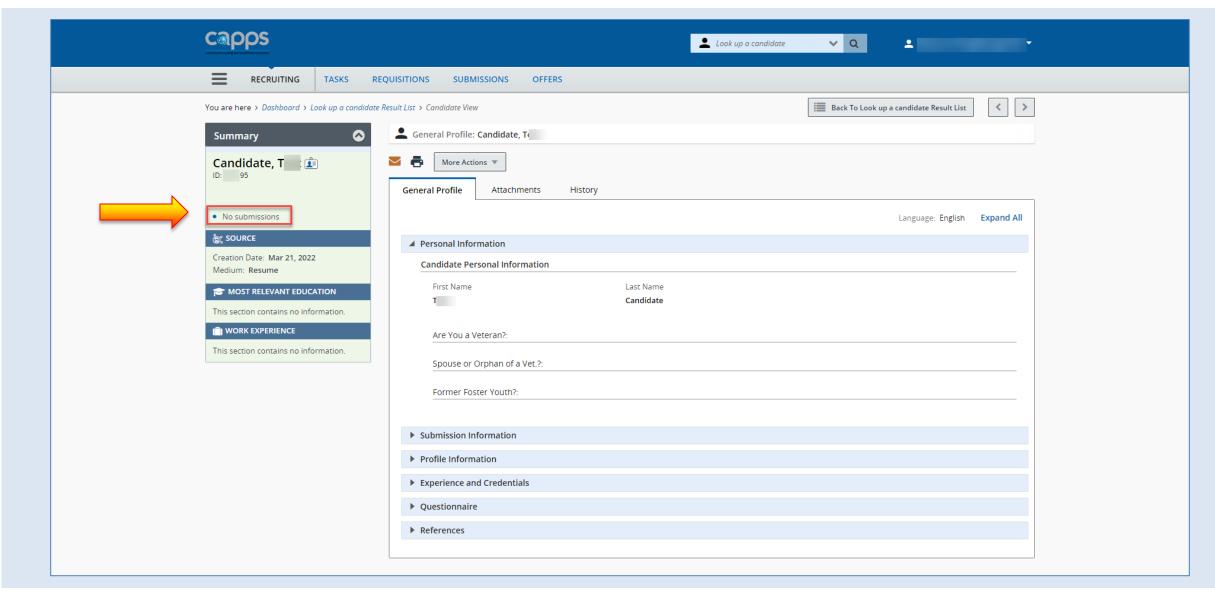
- Candidates who have not applied for any jobs.
- Candidates who have applied at your agency (but not the job submission).

Note: The results do not include job submissions unless the user has access to view the job submission (i.e., an owner of the requisition).

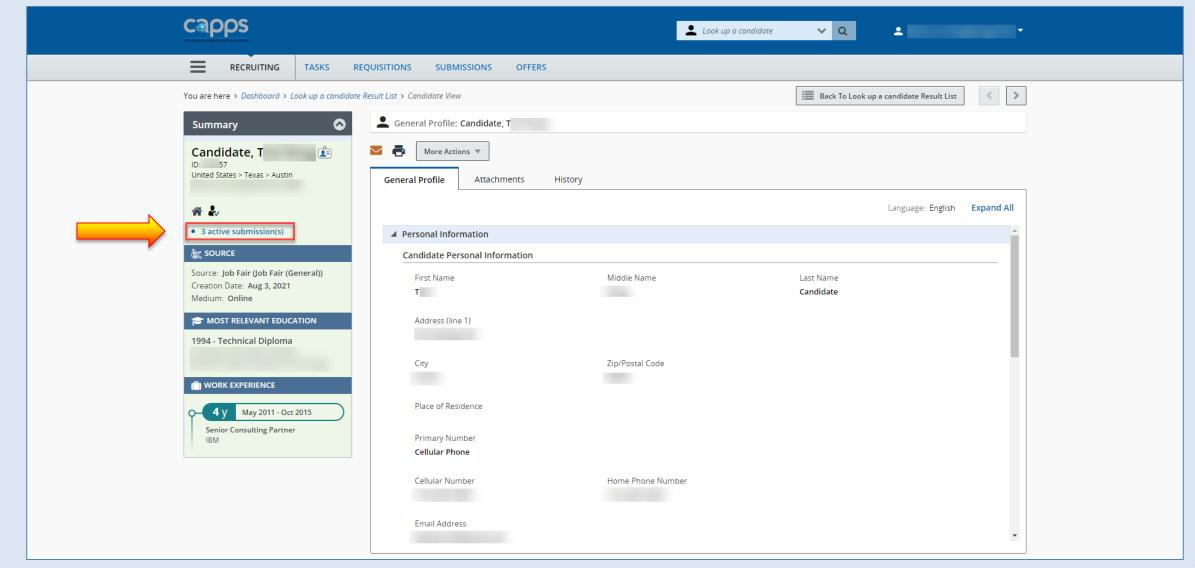
Example: Candidate Search Results from Quick Search



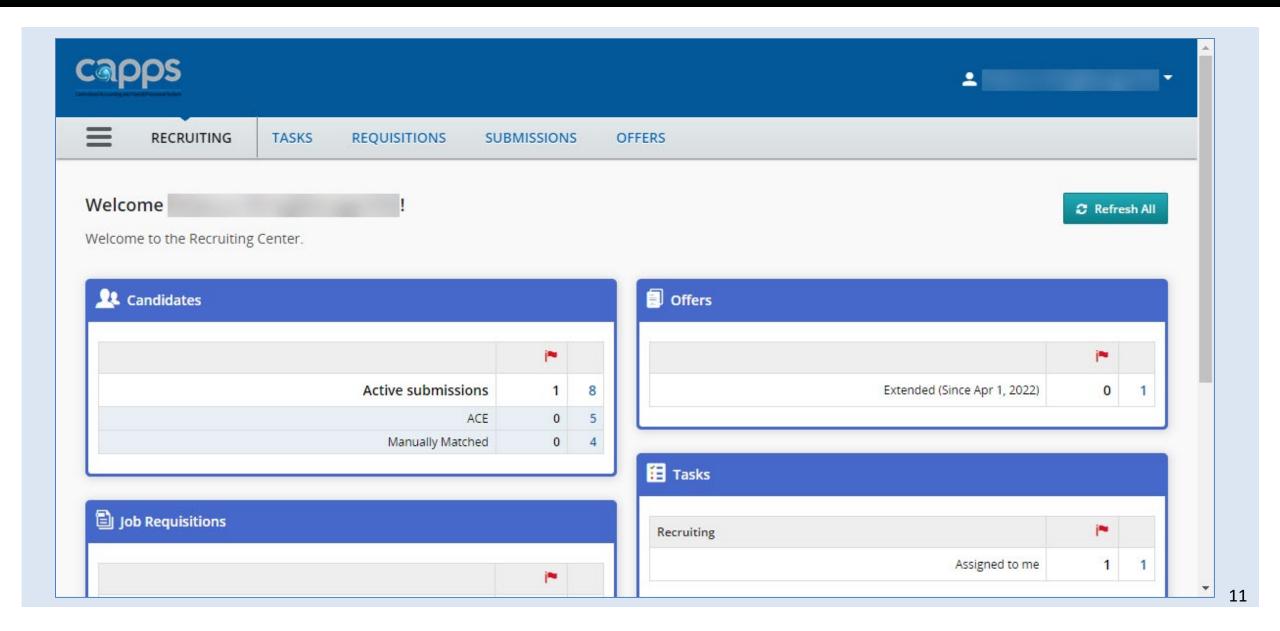
Example: Candidate Search Results from Quick Search (With No Submissions Available to User)



Example: Candidate Search Results from Quick Search (With Some Submissions Available to User)



Example: Updated View with No Quick Search (Using Recruiting Center or Tabs)



Request for Feedback

SR 37613 may be a future HR/Payroll User Group voting item, based on feedback of:

- Do your MSS Recruit / Recruiting Coordinator users rely on the Quick Search?
- How does the proposed change impact your agency recruiting business practices?
- Will recruiters support managers in sourcing if the manager requests it?
- What are your thoughts about removing access to search requisitions in Quick Search?



Rebecca Kelly

Production Support CAPPS HR/Payroll Team

CAPPS.Help@cpa.texas.gov

512-463-2277